

Part 11 - Salary Section

- Director salary is reported as an annual figure.
- All other categories are to be reported as minimum hourly rate and maximum hourly rate, using dollars and cents.
- Report the most current information available.
- Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.
- Report the certification level required for the position, not of an individual in the position. That is, if you were to advertise the position today, what would be the certification level you would require for the position?

Questions relating to standards are in bold font

11-001 Director annual salary

List the annual salary.

11-002 Director contract

Indiana is an at-will employer state. Most directors will not have a contract. Indicate whether director has a contract.

11-003 Director certification

Report the certification level of the current or interim director

11-004 – 11-007 are repeating groups in Bibliostat Collect

11-005 Certification Level

List certification level of job classification if it were advertised, not the certification level each current employee holds.

11-006 Minimum Hourly Wage

List entry level hourly wage, in dollars and cents

11-007 Maximum Hourly Wage

List maximum level hourly wage, in dollars and cents

		Minimum Hourly Rate (in dollars and cents)	Maximum Hourly Rate (in dollars and cents)
<u>Job Category 11-004</u>	Certification Level	11-005	11-006
Assistant/Associate Director	Assistant or Associate Director - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.		
Department Head, Manager or Supervisor	Department Head, Manager or Supervisor - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.		
Bookmobile Head	May be a staff librarian, but should be reported separately because of their unique position of Bookmobile Head. Bookmobile Heads spend at least half of their work week in a bookmobile library setting and are usually responsible for the bookmobile library services, programs, and personnel.		
Branch Head	???		

Administrative Assistant	May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.
Automation/Network/System Manager	Manages the operation and maintenance of the library's computer systems, including the library's automation system and microcomputer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.
Business Manager	Responsible for managing Business Office activities.
Cataloging or Technical Librarian	Both experience and entry-level librarians.
Children's Librarian	Children's Reference Service and/or Programming. Both experienced and entry-level librarians.

General Reference or Adult Librarian	Adult and/or Reference Service and/or Programming. Both experienced and entry-level librarians.
Young Adult Librarian	Young Adult Reference Service and/or Programming. Both experienced and entry-level librarians. ALA defines “Young Adult” as ages 12-18.
Indiana History, Local History or Genealogy Librarian	Indiana History, Local History, or Genealogy Reference Service. Both experienced and entry-level librarians.
Circulation Librarian	Circulation Librarian - Circulation Desk. Both experienced and entry-level librarians. Both experienced and entry-level librarians.
Audio Visual Librarian	Responsible for developing a program of AV services and supervising all AV activities and staff.
Specialist (Professional)	Specialist (Professional) - Category for library professionals, including but not limited to Training
Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager	Generally do not hold a master’s in library science but certainly may.

Library Assistant	Paraprofessional working in any area of the library, who assists librarians in providing a library service.
Bookkeeper or Treasurer	Responsible for keeping the financial records and accounts for the library.
Secretary or Receptionist	Knowledge of some office skills. May be responsible for answering phone.
Library Technicians (Including Computer)	Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.
Clerical or Aide	Knowledge of basic clerical skills and elementary knowledge of library procedure.
Maintenance, Custodian, Janitor or Housekeeper	Responsible for maintaining the library building and/or grounds in a clean and orderly condition and in good repair. Do not include any staff that is paid by contract.
Security	Security provides security during the hours the building is open or closed for staff, patrons, and the building. Do not include any staff that is paid by contract.
Bookmobile Driver	Bookmobile Driver.
Messenger or Courier	Messenger or courier responsible for pickup and delivery of library materials.
Page, Intern or Student Assistant	Shelves books and other materials, with other duties as assigned. Typically a part-time position with no

	supervisory responsibilities.
Substitute	Temporary substitute employee in any job category.
Other	

11-008 Other (list) Job Title: (Repeating groups in Bibliostat Collect; list as many “Other”, 11-008 – 11-011 as needed

Any other job category that it is not possible to include in above list. Please be specific.

11-009 Other: Certification Level

List certification level of job classification if it were advertised, not the certification level each current employee holds.

11-010 Other: Minimum Hourly Wage

List entry level hourly wage, in dollars and cents

11-011 Other: Maximum Hourly Wage

List maximum level hourly wage, in dollars and cents

Employee Fringe Benefit Information

Full-time Employees (as defined by your library)

Please give the most current information available.

11-012 PERF

Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-013 Deferred Compensation

A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may

be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-014 Health Insurance

Answer “Yes” if your library provides the opportunity for a full-time employee to purchase health insurance or pays at least some portion of the premium.

11-015 Health Savings Account (HSA)

Answer “Yes” if your library makes this tax-advantaged medical savings account available to full-time employees who are enrolled in a high-deductible health plan (HDHP).- The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-016 Dental Insurance

Answer “Yes” if your library provides the opportunity for a full-time employee to purchase dental insurance or pays at least some portion of the premium.

11-017 Life Insurance

Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-018 Vision Insurance

Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-019 Disability

Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-020 Paid Time off for Continuing Education

Answer “Yes” if your library provides paid time for full-time employees to attend workshops, college courses or other continuing education opportunities.. The library should have a policy regarding paid time off for continuing education.

11-021 Reimbursement for Continuing Education

Answer “Yes” if your library provides reimbursement to full-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-022 Other1 (specify)

Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

11-023 Other2 (specify)

Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

Employee Fringe Benefit Information – Part-time Employees

Part-time Employees (as defined by your library)

Please give the most current information available.

11-024 PERF

Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-025 Deferred Compensation

A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-026 Health Insurance

Answer “Yes” if your library provides the opportunity for a part-time employee to purchase health insurance or pays at least some portion of the premium.

11-027 Health Savings Account (HSA)

Answer “Yes” if your library makes this tax-advantaged medical savings account available to part-time employees who are enrolled in a high-deductible health plan (HDHP).- The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-028 Dental Insurance

- Answer “Yes” if your library provides the opportunity for a part-time employee to purchase dental insurance or pays at least some portion of the premium.
- 11-029 Life Insurance
- Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.
- 11-030 Vision Insurance
- Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.
- 11-031 Disability
- Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.
- 11-032 Paid Time off for Continuing Education
- Answer “Yes” if your library provides paid time for part-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.
- 11-033 Reimbursement for Continuing Education
- Answer “Yes” if your library provides reimbursement to part-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.
- 11-034 Other1 (specify)

Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

11-035 Other2 (specify)

Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

Paid Days Off per Year – Full-time Librarian

Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian. Full-time Librarians (as defined by your library)

Give the most current information available.

11-036 Number of Vacation Days

Report the number or range of numbers of vacation days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-037 Number of Sick Days

Report the number or range of numbers of sick days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-038 Number of Personal Days

Report the number or range of numbers of personal days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-039 Holidays

Report the number or range of numbers of holidays per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-040 Funeral/Bereavement

Report the number or range of numbers of funeral/bereavement days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-041 Other Days (specify)

Report the number or range of numbers of days for other paid time off per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Part-time Librarian

Part-time Librarians (as defined by your library)

11-042 Number of Vacation Days

Report the number or range of numbers of vacation days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-043 Number of Sick Days

Report the number or range of numbers of sick days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-044 Number of Personal Days

Report the number or range of numbers of personal days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-045 Holidays

Report the number or range of numbers of holidays per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-046 Funeral/Bereavement

Report the number or range of numbers of funeral/bereavement days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-047 Other Days

Report the number or range of numbers of days for other paid time off per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Full-time Support Staff

Full-time Support Staff (as defined by your library)

11-049 Number of Vacation Days

Report the number or range of numbers of vacation days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-050 Number of Sick Days

Report the number or range of numbers of sick days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-051 Number of Personal Days

Report the number or range of numbers of personal days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-052 Holidays

Report the number or range of numbers of holidays per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-053 Funeral/Bereavement

Report the number or range of numbers of funeral/bereavement days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-054 Other Days

Report the number or range of numbers of days for other paid time off per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Part-time Support Staff
Part-time Support Staff (as defined by your library)

11-055 Number of Vacation Days

Report the number or range of numbers of vacation days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-056 Number of Sick Days

Report the number or range of numbers of sick days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-057 Number of Personal Days

Report the number or range of numbers of personal days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-058 Holidays

Report the number or range of numbers of holidays per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-059 Funeral/Bereavement

Report the number or range of numbers of funeral/bereavement days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-060 Other Days

Report the number or range of numbers of days for other paid time off per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)